

MINUTES

LEWISTON COMMUNITY SERVICES DISTRICT

POST OFFICE BOX 164, LEWISTON, CA 96052

REGULAR MEETING TUESDAY OCTOBER 3, 2023, AT 7:00 PM

LOCATION: LEWISTON COMMUNITY CENTER

130 TEXAS AVENUE, LEWISTON, CA 96052

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND DETERMINATION OF QUORUM - The meeting was called to order at 7:00 pm by Mel Deardorff. Attending were Directors Cyd Cooper, Mel Deardorff, Jim Montgomery, Jenni Brookins, Joe Kasper (arrived 7:06pm). Guests were LCSD Secretary Gretchen Deichler, Connor Nixon, Mary Nixon, Bill Gray and Les Duntsch.

INPUT REGARDING AGENDA & NON-AGENDA ITEMS: There was no input.

3. CONSENT ITEMS & DISTRICT GENERAL ITEMS - It was moved by Jenni Brookins to approve the consent agenda 3.2 and 3.3, and seconded by Jim Montgomery and passed 4 0, 1 absent.

3.1 It was moved by Cyd Cooper to approve the Regular Meeting Minutes 9/5/2023 and passed 4 0, 1 absent.

3.2 Fund 8207 Authorizations: Mid Months Bills \$440.21

3.3 Fund 8217 Authorizations: Mid-Month Bills \$756.21

4. LEWISTON CSD WATER & SEWER

4.1 It was moved by Jenni Brookins, seconded by Cyd Cooper and passed 4 0, 1 absent to approve payment of water/sewer monthly bills, Payroll & Grant Authorizations \$10,156.77, \$13,839.85.

4.2 Verbal report on Well8 & Water Distribution Project Mel Deardorff reported on the progress of the project and that the work will continue until the rain arrives. There was discussion by board and Connor Nixon about the Alder Creek parcel and discussion if it was an established connection. There was discussion about spoils and the contractor and PACE will make the decision about its disposal.

Mel Deardorff reported the final budget approval has not been approved by the state. There was

discussion about the cashflow and paying contractor before the state pays the LCSD claim submitted.

Joe Kasper asked about the park irrigation. Mel Deardorff explained that is covered by the Per Capita Grant and that will be a separate project.

4.3 Discussion & possible action on signatures required for checking account set up for receiving credit card payments Jim Montgomery met with a representative of Coast Central Credit Union. To establish the account, they need minutes approving the names and titles of the signatory parties. It was moved by Jenni Brookins, seconded by Joe Kasper and approved 5 0 to approve establishing a checking account requiring two signatures with Coast Central Credit Union signatory parties to be:

Mel Deardorff, President

Jim Montgomery, Director

Cyd Cooper, Vice-President

Joe Kasper, Director

Jenni Brookins, Director

4.4 Discussion & possible action on employing General Manager for the district Jim Montgomery and Cyd Cooper met with Tom and Nicole of PACE about potential applicant. Cyd Cooper reported that applicant was no longer interested in the position. There was discussion about how to fill the needs of the district. Current and past staffing was reviewed. There is a need for day-to-day operations and administration. One option, rewrite the job description to read prefer not require grade 3 certification. Another option is waste/water position and an administration/bookkeeping position. There was discussion about one or two positions needed and how to immediately advertise to fill one or two positions.

Jim Montgomery moved to amend the General Manager job description to change the grade 3 certification requirement to preferred not required, seconded by Jenni Brookins passed 5 0. The position will be advertised in the same manner as previous positions.

Mel Deardorff described his processing of LCSD duties so the board would have a better understanding. Effective immediately Gretchen Deichler will take over the preparation of the

agendas as part of her duties. Cyd Cooper will take over the processing of the warrants.

4.5 Follow up on uniform shirts for sewer/water workers Cyd Cooper asked for clarification and will proceed with ordering.

4.6 Verbal Report Water/Sewer Cash position as of 10/01/2023 Mel Deardorff reported cash balance is \$122,334,99.

5. FACILITIES

5.1 Discussion & possible action on maintenance & repair items at the Lewiston Community Center, Community Park (Toilets & Snack Shack) Jenni reported that the tree in the park was taken down and stump ground down. There are a few rounds from the tree in the park. If not taken, they will be burned in the winter.

Old Church update by Mel Deardorff on past work and the rain over the winter entered leaks. The quote for the repairs to the work is \$6,763 plus an additional \$850. Katie Quinn will apply for a Trinity Trust grant.

Jenni reported there are several other trees that are dead or dying that should be taken down this winter and burned.

Little League still hasn't painted the snack shack. She met with someone from the Little League to encourage him to come to the meetings before next season and review the roles and responsibilities of the Little League and the LCSD.

5.2 Verbal report on Multi Court Project & pavilion rehab project Painting of the basketball and pickleball courts has been completed. The basketball nets are still in boxes in the gym. Joe Kasper reported that it is being used as a basketball court.

Mel Deardorff advised that the Per Capita Grant email and the funds were deposited into a separate account at the county.

Joe Kasper said work at the pavilion was still being done. The restroom door is now a key lock. The sheeting on the roof is not done. Mel Deardorff reported that the state is refusing to hook up the snack shack to the new water system and he is working to get it included.

6. FIRE DEPARTMENT

6.1 Monthly Activity Report (Information only, no Board action required) There were 22 calls.

7. FINANCE

7.1 It was moved by Joe Kasper, seconded by Jenni Brookins and passed 5 0 to approve Payment of non-enterprise monthly bills & Grant invoices \$2,325.84, \$931.14.

7.2 Verbal Report of non-enterprise cash position as of 10/01/2023 Mel Deardorff reported cash balance is \$88,069.45.

8. PUBLIC COMMENT: The public is invited to address issues not on the agenda. Connor Nixon understands that PACE and the contractor need direction from the LCSD about the Alder Creek connection and that he doesn't want the project delayed. Mel Deardorff explained no additional action is needed and that a reasonable option has been presented by PACE. Joe Kasper updated the board that if he is unable to find a place to live in the LCSD boundaries he'll need to resign from the board.

The meeting was adjourned at 8:21pm.

Respectfully submitted, Gretchen Deichler